



**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

December 15, 2010

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2011-25

TO: ISIS HR Paid Agencies

FROM: Andrea P. Hubbard  
Director

SUBJECT: Form W-2 Processing for 2010

The Office of State Uniform Payroll (OSUP) is responsible for the processing/issuance of 2010 Forms W-2. Original forms will be mailed directly to each employee before the January 31, 2011 deadline. Agencies will not receive copies of the 2010 Forms W-2. OSUP will report 2010 W-2 information to the Internal Revenue Service through the Social Security Administration for all ISIS HR Paid Agencies and to the appropriate state revenue departments.

Forms W-2 will be mailed to the employee's mailing address or permanent address if there is no mailing address. Agencies should use the Employee Address Report (ZP120) for verification of addresses.

**NOTE: If an employee's mailing address was changed in ISIS HR to have a check sent to the agency for a special circumstance (ex. termed employee), the mailing address infotype (IT0006, Subtype 5) must be changed back to the employee's mailing address. If this is not done, the Form W-2 will be mailed to the agency, and the address reported to IRS/SSA will not be correct.**

If an employee has multiple personnel numbers (dual employment), he/she will receive multiple Forms W-2. Make sure the address is correct for each personnel number.

Reminder: Employees should be advised that the Form W-2 is the official form to be used to complete IRS Form 1040. Employees should not use the YTD figures on their payroll statement to complete the IRS Form 1040.

Agencies are responsible for the information reported on the Forms W-2. Refer to the following OSUP Memoranda for information on W-2 items to review:

**#2003-15** Characters Allowed for Address Line 1 & Line 2 on Infotype 0006

**#2006-09** OSUP Policy on Worker's Compensation

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#2006-19	OSUP Policy on Retirement Contribution Adjustments
#2006-49	OSUP Policy on Single Day Travel Meal Payments
#2007-08	Importance of Addresses in ISIS HR
#2008-05	Employees Living and/or Working in Another State or Country
#2009-50	Employee Name Changes
#2010-09	New Wage Type for Military Differential Pay (WT0158)
#2010-33	Deferred Compensation and Tax Shelter Annuity Limits for Calendar Year 2010
#2010-41	Non-Resident Alien Taxation
#2010-42	Update to Tax Withholding Procedures for Non-Resident Alien Employees
#2010-50	Employee Claims Processing
#2011-11	Office of Group Benefits' Consumer Drive (CD) Health Savings Account (HSA)
#2011-15	Social Security Number Verification Report
#2011-18	Review of Tax Shelter Year-to-Date Deductions
#2011-21	Outstanding Employee Claim/Overpayment Balances as of September 30, 2010 for Separated Employees*
#2011-22	Fringe Benefits Reporting for Calendar Year 2010
#2011-24	IRS Forms 1099-MISC and 1099-INT for Calendar Year 2010

\*Agency specific employee details were e-mailed to the Employee Administrator and HR Director.

If agencies know of any problems that may require adjustments to correct an employee's Form W-2, contact the OSUP Wage and Tax Administration (WTA) Unit as soon as possible. This will help reduce the number of Forms W-2c required for 2010.

Duplicate Forms W-2 will be available to employees through Louisiana Employees Online (LEO). The date duplicate Forms W-2 will be available in LEO will be released in a subsequent memo. If a duplicate cannot be printed from LEO, OSUP will accept requests for duplicate 2010 Forms W-2. All requests must be submitted on Form [OSUP/F037](#) (Request for Duplicate). The OSUP/F037 form(s) should be completed by the employee and Employee Administration (EA)/Payroll Office. Agencies should check the following items prior to submission to OSUP. Failure to do so may cause a delay in the reprint.

1. The employee has indicated the appropriate year of the W-2 being requested.
2. The Employee Administration section is completed.

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3. The employee's address is updated in ISIS HR.

Agencies are also reminded that employees should not receive both Form W-2 and Form 1099 except in certain situations. The reporting of deceased wages, reporting of attorney fees paid on behalf of employee (1099 MISC) and/or interest payments (1099 INT) require the reporting on a Form 1099. In these circumstances OSUP must be notified immediately to ensure proper reporting. Compliance audits may be performed by the IRS for instances where an employee has received both a Form W-2 and 1099.

All employee questions regarding 2010 W-2 processing and issuance of duplicate Forms W-2 must be addressed by the agency. Agencies must not forward employee calls to OSUP. Agency questions regarding 2010 W-2 processing should be directed to a member of the OSUP WTA Unit at [\\_DOA-OSUP-WTA@la.gov](mailto:_DOA-OSUP-WTA@la.gov) or (225):

Wendy Eggert	342-0714	Penny Jones	342-2053
Tiko Ary	342-1651	Cindy McClure	342-5346
Gary Bennett	342-1652	Tracy Smith	219-0191

APH:WRE/ral